



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

RETIREMENT INVESTMENT ANALYST

Class No. 002489

■ CLASSIFICATION PURPOSE

To provide analytical and administrative support to the Investment Division within the San Diego County Retirement Association (SDCERA) in investment management, performance measurement, securities trading, budget preparation, special projects and studies; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a journey-level professional class. Incumbents advise and assist the Retirement Chief Investment Officer in the day-to-day operations within the Investment Division of SDCERA. Incumbents provide the expertise necessary to trade securities and track investment activities, ensuring necessary transactions are completed as required, identifying potential areas of concern, and resolving administrative problems including recommending changes in policies and procedures, and developing methods for implementation. Assignments are moderately complex and usually require proficiency in more than one functional area.

Incumbents of this classification are responsible for handling confidential retirement personnel and/or employment transactions.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Handles securities and futures trades.
2. Manages allocation targets for overall fund, including reweighting recommendations.
3. Ensures that custodian bank posts all fund transfers.
4. Operates equity trade desk.
5. Assists in forming investment strategies.
6. Prepares daily financial reports to illustrate rate of return on investments.
7. Tracks brokerage commission costs.
8. Evaluates the success of brokerage firms.
9. Make recommendations for the hiring and termination of brokers.
10. Collects and analyzes data for statistical and fiscal reports.
11. Develops and implements procedures to minimize deviations from the financial plan.
12. Meets with division heads to clarify data and resolve problems.
13. Conducts studies and special projects related to investments.
14. Make oral presentations on investment findings to other members of the division, committees, or outside special interest groups.
15. Prepares necessary correspondence.
16. Provides courteous, high quality service to members of the public by personally responding to requests or appropriate referral.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Investment and financial terminology and techniques.
- Principles and theory of public administration.
- English grammar and composition.
- Basic business mathematics.
- Spreadsheet modeling.
- Basic statistical concepts e.g. mean, median, mode, frequency distributions, and variance measures.
- Management information systems.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Make judgments about market conditions, given disparate sources of information.
- Analyze information, problems, conditions, situations, policy and procedures which are moderately complex.
- Communicate clearly, concisely and effectively both orally and in writing.
- Read and comprehend complex materials such as contracts, ordinances, legislation, policies and procedures, directives and manuals.
- Understand organizational and political implications of decisions.
- Coordinate resources and effectively supervise the activities of others.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university in finance, accounting, economics, business or a related field; AND, three (3) years of experience that included: analytical studies and analyses with justifications/recommendations, statistical analysis, and analysis of organizational/administrative operations, OR;
2. A master's degree from an accredited college or university in finance, accounting, economics, business or a related field; AND, two (2) years of experience as described above.

Note: Qualifying analytical experience may be substituted for the education requirement on a year-for year basis. This experience must have included responsibility for analytical studies and analyses with justifications/recommendations, statistical analysis, and analysis of organizational/administrative operations.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: July 28, 2000**  
**Reviewed: Spring 2004**